



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 30-2023/24
DOCUMENT NO. 25-2023/24
DATED: 10/18/23

MANAGER OF STUDENT MENTOR SERVICES

DEPARTMENT/SITE: School Culture and Climate

SALARY SCHEDULE: Classified Supervisory

SALARY RANGE: 12

WORK CALENDAR: 261 Days

REPORTS TO: Director of School Culture and Climate

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of School Culture and Climate, the Manager of Student Mentor Services plans organizes, and coordinates the student mentor program and provides technical supervision and program consistency oversight to Student Mentors assigned to school sites throughout the District. This position serves in a leadership role as a district student mentoring coordinator managing a program to ensure the safe learning and work environment for the Madera Unified student body. The incumbents in this classification provide the school community with more engaged and committed students, which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Collects, maintains, and reports year-end data for various mentoring programs.
- Communicates and establishes collaborative relationships with students, staff, administrators, and other District personnel and specialty service contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Coordinates the services of *Teach One to Lead One*® representatives with site principals.
- Coordinates special events or projects as directed by District and site administrators for program support and growth, including, but not limited to charitable contribution campaigns geared toward student-based fundraising.
- Coordinates with teachers to schedule the best times for student-mentor meetings and works with site Principals to create space for mentors and students to meet.
- Establishes a mentor recognition program.
- Establishes program-relevant criteria to rate the effectiveness and outcomes of the various mentoring programs.
- Initiates, coordinates, and supervises school resources and community stakeholders to support positive adolescent behaviors.
- Initiates media coverage in coordination with the Office of Accountability and Communications and serves as a district spokesperson to the media involving athletics and school image; in concert with District strategies, may arrange media conferences and develop media releases to promote school culture,
- Plans, develops, and coordinates with the Office of Accountability and Communications a comprehensive public relations program for the mentor program in order to establish collaborative relationships and communication with students and school personnel; enhances the District's image in the community to a wide variety of constituents to garner mentoring support; highlight the program's achievements to build

- student relationships and positive behaviors for student success.
- Plans, organizes, coordinates, and implements the student mentor activities. The school-based student mentoring program focused on violence prevention and educational enrichment that promotes social, emotional, and behavioral competency in at-risk students, male and female alike. The program curriculum addresses six core values: integrity, accountability, self-determination, positive anger expression, visionary goal setting, and respect for women and their fellow men. Each value relates to the mentored student's personal and academic success.
- Partners with community partners organizations to build connections, relationships, and mentoring opportunities outside the school setting.
- Serves as an active member of the District's crisis intervention team when incidents occur.
- Collaborates and coordinates the services of Student Advocates with PBIS (Positive Behavior Intervention and Support), Student Ambassadors, and community mentoring groups focusing on the social and emotional health needs for sustained academic success.
- Supervises the mentor selection process, including the matching of mentors with students.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Student mentoring training, principles and techniques
- Techniques to minimize and resolve conflict
- Policies, procedures, and techniques for maintaining confidential records and files
- Special projects related to mentoring and student support
- Crisis team intervention techniques, policies, and procedures
- Planning, organization, and direction of business finance, fundraising, and community partnerships
- Public speaking techniques, news media, legal entitlements and restraints
- Community resources
- District resources and community service functions and activities
- Brown Act and laws related to freedom of the press and free access to public information;
- Correct oral and written usage of English, grammar, spelling, punctuation, and vocabulary
- Principles and practices of supervision and management
- Advanced techniques in marketing

Skills and Abilities to:

- Supervise staff and lead programs in a manner that encourages high morale and efficiency and models the best behavior for students
- Communicate the goals and general provisions of the program
- Communicate, understand, and follow both oral and written directions effectively
- Maintain confidentiality of District information
- Establish and maintain cooperative, effective, and collaborative working relationships with diverse groups and individuals
- Prepare and deliver oral presentations
- Build a network of individual, community, and corporate support
- Analyze situations accurately and adopt effective courses of action
- Work independently with little direction
- Analyze and synthesize information for accurate data reporting to support district goals
- Communicate using patience, tact, and courtesy in a manner that reflects positively on the organizational

- unit
- Actively participate in meeting district goals and outcomes
- Apply integrity and trust in all situations

RESPONSIBILITY:

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives, managing department staff members, following standardized practices and/or methods, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor's degree in public affairs, communications, child and adolescent psychology, and motivation or a related field.

EXPERIENCE REQUIRED:

Three (3) years experience in student mentoring or student affairs, including at least one (1) year at a supervisory or management level that included program development and evaluation and measurement. Experience in a school setting is preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License for travel to/from District Office and school sites and to workshops, conferences, and training relative to performance of job functions, duties, and responsibilities.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- Work is generally performed in an indoor office environment, requiring extensive sitting and, some walking and standing
- Light lifting, carrying, pushing, and/ or pulling
- Some stooping, kneeling, crouching, and/or crawling to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen